



**Prince William  
Health District**

# Application for Temporary Food Establishment Permit

Application forms must be submitted at least **10 days prior to the event** to be considered.  
Please type or print legibly. Por favor escriba en letra de molde o use máquina de escribir.

- ☐ **\$ 40.00** Temporary Event Initial Application Fee (if applicant cannot provide a copy of the receipt showing state fee has been paid that calendar year).
- ☐ **Exempt** Temporary Event application fee for churches, fraternal, schools, social organizations, and volunteer fire & rescue departments (Proof of non-profit organization status required).
- ☐ **Exempt** Individual resident of Prince William District participating in only one (1) temporary event per calendar year.

## Part I- Applicant Information

**DATE:** \_\_\_\_\_

Fecha: \_\_\_\_\_

**NAME OF BUSINESS:** \_\_\_\_\_

Nombre del negocio: \_\_\_\_\_

**PREVIOUS BUSINESS NAME(S) (If applicable):** \_\_\_\_\_

Nombre(s) anterior del negocio (si aplica): \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

Dirección: \_\_\_\_\_

**NAME OF OWNER:** (As listed on business license, if applicable) \_\_\_\_\_

Nombre del dueño: (como esta en la licencia del negocio, si aplica) \_\_\_\_\_

**POINT OF CONTACT:** \_\_\_\_\_

Persona de contacto: \_\_\_\_\_

**TELEPHONE NUMBERS:** (W) \_\_\_\_\_ (H) \_\_\_\_\_ (Cell) \_\_\_\_\_

Teléfonos: \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

Correo-eletrónico: \_\_\_\_\_

## Part II- Event Information

**NAME OF EVENT:** \_\_\_\_\_

Nombre del evento: \_\_\_\_\_

**EVENT COORDINATOR (If applicable):** \_\_\_\_\_

Coordinador del evento: \_\_\_\_\_

**TELEPHONE NUMBERS:** (W) \_\_\_\_\_ (H) \_\_\_\_\_ (Cell) \_\_\_\_\_

Teléfonos: \_\_\_\_\_

**EVENT LOCATION & ADDRESS:** \_\_\_\_\_

Lugar y dirección del evento: \_\_\_\_\_

**DATE(S) OF OPERATION:** \_\_\_\_\_ **TIME(S)** \_\_\_\_\_ **TO** \_\_\_\_\_

Fecha (s) de operación: \_\_\_\_\_

### Part III- Operational Information

**WHAT TIME WILL YOUR FOOD FACILITY BE READY FOR INSPECTION?** \_\_\_\_\_

¿A qué hora estará listo para inspección?

**TYPE OF FOOD FACILITY:** \_\_\_\_\_ (Booth, Kitchen, Tent, Etc.)

Tipo de servicio de comida: \_\_\_\_\_ (caseta, cocina, tienda, etc.)

Water Source \_\_\_\_\_ Sewage (Gray Water) Disposal \_\_\_\_\_

Fuente de agua: \_\_\_\_\_ Eliminación o disposición de aguas negras

Waste (Trash) Disposal \_\_\_\_\_ Liquid (Used Oil) Disposal \_\_\_\_\_

Disposición de basura: \_\_\_\_\_ Eliminación o disposición de aceite usado

**List all food and beverage items below**

**\*\*Liste toda la comida que van a vender en el espacio de abajo\*\***

FOOD/BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHODS OF PREPARATION AND SERVING, EQUIPMENT USED
Comida y bebida	Donde compra la comida	Adonde va a cocinar y adonde prepara la comida	Método de preparación y equipo que va a usar para cocinar
<b>Example:</b> Ejemplo: HOT DOGS	SUPERMARKET Supermercado	JOE'S RESTAURANT OR ON SITE- Un restaurante o en el mismo lugar	BOILED IN LARGE POT ON GAS GRILL USING TONGS. Hervir en un caldero, en una parrilla

HAND WASHING METHODS	CONDIMENTS HOW SERVED	LIST ALL UTENSILS HOW CLEANED DESCR. SANITIZER	REFRIGERATION TYPE	LIST ALL COOKING EQUIPMENT
Método de limpieza de manos	Como va a servir los condimentos?	Liste todos los utensilios que van a ocupar y explique cómo los va a desinfectar.	Explique cómo va a mantener la comida fría	Liste todo el equipo que va usar para cocinar
<b>Example:</b> Ejemplo: Soap, water, towels Jabón , agua, toallas	Prepackaged mustard, catsup, etc. Mostaza, salsa (catsup) empaquetada.	Tongs, spatula, knife, ice scoop (bleach and water sanitizer) Espátulas, cuchillos, cuchara para hielo (clorox y agua con desinfectante)	Reach-in refrigerator Cooler with ice  Refrigerador Nevera con hielo	Electric grill, steam table, deep fat fryer, hot plate Parrilla eléctrica, mesa de vapor, freidora, plancha caliente

#### CERTIFICATION

I have read the attached instructions, understand them, and will comply with their requirements. I understand that failure to comply may result in a permit not being issued or permit suspension, as per par 32, 00. Rules & Regulations Governing Restaurants in Virginia. 1984. And as amended, January 1, 1988.

\_\_\_\_\_  
Owner Signature/Firma de el dueño

\_\_\_\_\_  
Date

# PRINCE WILLIAM HEALTH DISTRICT

8470 KAO CIRCLE  
MANASSAS, VIRGINIA 20110  
703-792-6310- Option 1

## Procedures for Operating Temporary Food Service Establishments

A temporary restaurant shall comply with the requirements of Rules and Regulations of the Board of Health, Commonwealth of Virginia, Governing Restaurants, except the regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary restaurants, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify requirements of these regulations.

### GENERAL

1. The establishment must be provided with an approved water supply and sewage disposal system. Private water supplies must have had a satisfactory bacterial water analysis within the past year.
2. No person with symptoms of flu, gastrointestinal upset, sore throat, sinusitis, cough, infected cuts or sores or other contagious diseases shall work as a food handler or where food is prepared or served.
3. While on duty, all food service personnel must wear clean outer garments, maintain a high degree of personal cleanliness, and conform to accepted hygienic practices, including proper hand washing. Suitable hair restraints must be used.

### FACILITIES REQUIRED

All food concession and demonstration stands, other than those handling prepackaged, non-perishable foods, must have, as a minimum, the following equipment and facilities available:

1. There must be adequate wind protection on the sides and top of food booths. Wood or canvas may be used for this purpose. Adequate flooring must be provided. Earthen flooring is prohibited.
2. An approved hand washing facility must be provided with the minimum of warm water, liquid soap, and individual paper towels. Cloth towels are prohibited.
3. A three compartment sink or three containers of adequate size shall be provided for washing, rinsing and sanitizing food contact equipment and utensils. The sanitizer concentration should be monitored with a test kit. The sanitizer concentration should be; between 75 and 100 PPM for chlorine or 200 PPM for Quaternary Ammonium Compound (QUAT)
4. Adequate and convenient toilet facilities must be available for food service workers.
5. Adequate counters, storage shelves, etc, must be provided for preparation, display, service and storage of food related items. Placing of foods or food containers on floor or ground is prohibited. Ice dispensing facilities must include easily cleanable self-draining containers and scoops or an approved automatic dispenser.
6. Adequate facilities shall be provided for potentially hazardous foods as needed to assure proper handling and the maintenance of required temperatures. Each refrigerator shall be equipped with a thermometer located in the warmest part of the storage compartment. Adequate facilities shall be provided for the thawing, under refrigeration, of frozen foods.
7. All food equipment and utensils must be of food-contact approved materials easily cleanable construction and kept in good repair. Equipment must be located and installed in a way that facilitates cleaning and protects against food contamination.
8. Approved cup dispensers must be used for dispensing of single service cups.
9. Adequate counter protecting devices (sneeze and dust guards) must be available to protect non-packaged displayed foods from contamination.

10. Adequate artificial light must be provided if night-time operations are conducted.
11. Appropriate and adequate wastewater disposal must be provided. Disposal facilities and procedures must be such as to ensure that all wastewater from sinks, hands washing facilities, ice storage facilities, equipment drains, or other sources are disposed of in an appropriate manner. Disposal of wastewater onto the ground is prohibited.

### **OPERATING PRACTICES**

All food service and demonstration operations must conform to accepted hygienic practices including but not limited to the following:

1. All potentially hazardous foods must be kept at proper temperature (41°F or below or 135°F or above) at all times, except when actually being prepared or served. Suitable thermometers for determining the temperature of such foods must be available and used by the person in charge in each stand to ensure the maintenance of required temperatures.
2. Hands shall be washed frequently, always after using the toilet and before handling food.
3. All food to be sold must be purchased from an approved source, receipt required.
4. All cooked or prepared foods shall be served in or on single-service paper or plastic utensils. Spoons, forks, etc., shall be single-service paper or plastic to be discarded after use.
5. All containers for food condiments must have dust-proof covers and condiments shall be added to the food by the employees only, unless individual container condiments are used.
6. Individual sterilized milk products or non-dairy liquid creamer shall be refrigerated below 41°F and discarded if not in use.
7. Raw chicken shall be kept packed in well-drained ice until cooked. Surfaces contaminated with raw chicken drippings shall be washed, rinsed and sanitized. The sanitizer concentration should be monitored with a test kit. The sanitizer concentration should be; between 75 and 100 PPM for chlorine or 200 PPM for Quaternary Ammonium Compound (QUAT)
8. Canned or bottled drinks and other food items shall be chilled by dry refrigeration or packed in well-drained ice. Containers shall not be submerged in water.
9. Thawing of frozen foods must be accomplished at refrigeration temperatures (41°F or below) or during the cooking process. Defrosting at ambient temperatures above 41°F is prohibited.
10. Mixing dispensing of non-carbonated drinks must be done in a sanitary manner using approved containers (stainless steel, glass, or food grade plastic).
11. Frozen desserts must be dispensed in individual servings in which packaged at the manufacturing plant or from an approved dispensing freezer. Dipping on-site from bulk containers is prohibited.
12. Cutting and serving watermelons, cantaloupe, or other fruit must be done in a sanitary manner and all slices placed on display must be kept at 41° or below protected with a suitable covering or other single-service material.
13. All kitchenware (pots, pans, utensils, etc.) and food contact surfaces of equipment must be washed, rinsed and sanitized and air dried after each use. The sanitizer concentration should be monitored with a test kit. The sanitizer concentration should be between 75 and 100 PPM for chlorine or 200 PPM for Quaternary Ammonium Compound (QUAT). Equipment and facilities must be thoroughly cleaned at least once each day, if needed, to maintain them in satisfactory sanitary condition.
14. Only clean insecticide-free apples, free of worms or rot may be used for candy coating. Apples must be washed before using.
15. All packaged foods shall be stored so as to be protected from flies, rodents, dust and other forms of contamination.

16. Adequate waste receptacles shall be provided for all trash and food waste. Plastic liners shall be provided for all containers to reduce odors and fly breeding. Daily trash pick-up shall be provided. A minimum of two exterior trash receptacles shall be provided immediately outside of the operation.
17. Grounds shall be kept free of litter, trash and food residue at all times.
18. A plastic sanitizer bucket to store wiping cloths should be provided. The sanitizer concentration should be monitored with a test kit. The sanitizer concentration should be; between 75 and 100 PPM for chlorine or 200 PPM for Quaternary Ammonium Compound (QUAT).
19. Any foods found to be contaminated or adulterated in any way are subject to immediate condemnation and discarding.

**NOTE: BEFORE FOOD MAY BE SERVED, A FOOD PERMIT FROM THE PRINCE WILLIAM HEALTH DISTRICT MUST BE ISSUED. IN ALL INSTANCES, PERMISSION TO OPERATE A FOOD SERVICE STAND IS CONTINGENT UPON FULL COMPLIANCE WITH THE RULES AND REGULATIONS, BOARD OF HEALTH, COMMONWEALTH OF VIRGINIA, GOVERNING RESTAURANTS.**

**Demonstration of knowledge of the Rules & Regulations pertaining to Restaurants in the Commonwealth of Virginia is required in order to participate in temporary events. Below is a list of FoodService Certification and FoodService Manager Certification Courses accepted by the Virginia Department of Health:**

1. Virginia Hospitality and Travel Association  
Website: [vhta.org](http://vhta.org) or phone: 804-288-3065 or 800-552-2225  
Offers ServSafe Course
2. Restaurant Association of Metropolitan Washington  
Website: [Ramw.org](http://Ramw.org) or phone: 202-331-5990  
Offers ServSafe Course
3. ORS Interactive Inc.  
Website: [orsinteractive.com](http://orsinteractive.com) or phone: 703-533-7600  
Offers ServSafe Course
4. Northern Virginia Community College – Annandale Campus-Continuing  
Education Department, 8333 Little River Turnpike, Annandale, Virginia 22003  
Website: [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce) or phone: 703-323-3168  
Offers Prometric course
5. Northern Virginia Community College – Manassas Campus – Continuing  
Education Department, 6901 Sudley Rd., Manassas, VA  
Website: [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce) or phone: 703-257-6630  
Offers Prometric course
6. Food Safety Solutions Inc-English/Spanish Certification  
Website: [www.foodsafetyandsalud.com](http://www.foodsafetyandsalud.com) or phone: 703-333-5707 or 888 925-7433  
Offers ServSafe, Prometric, and National Registry of Food Safety Professionals courses
7. Mid-Atlantic School of Food Safety  
Website: [www.food-safety-school.com](http://www.food-safety-school.com) or phone: 301-490-9222  
Offers ServSafe and Prometric courses
8. National Restaurant Association, Education Foundation  
Website: [www.nraef.org](http://www.nraef.org) or phone: 800-765-2122  
Offers ServSafe course

**FAILURE TO COMPLY WITH THESE PROVISIONS, MAY RESULT IN THE CLOSURE OF THE OPERATION UNTIL THE ALLEGED VIOLATIONS ARE CORRECTED AND A REINSPECTION IS MADE.**